



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF THE ENVIRONMENT  
POLLUTION PREVENTION &  
WASTE MANAGEMENT BRANCH\*



# Environmental Certification Handbook



FOR  
CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS  
AND  
SMALL QUANTITY GENERATORS  
IN THE DISTRICT OF COLUMBIA

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\* In 2006, the Hazardous Waste Division in the Department of Health, Environmental Health Administration, Bureau of Hazardous Material and Toxic Substances, will be transferred to the new Department of the Environment, Hazardous Materials and Toxic Substances Division, Pollution Prevention and Waste Management Branch.

# Legend of Icons

The icons below introduce specific types of information as defined next to each icon.



= Good Management Practices\*



= Health Hazards



= Pollution Prevention\*



= Important Information

- \* Often Good Management Practices and Pollution Prevention are one and the same.
- \* The abbreviation “RCRA” refers to the Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901 – 6992k, the federal hazardous waste statute.

## What is the Self-Certification Program?

The District of Columbia has fundamentally redesigned the District's hazardous waste regulations to make them more effective and to facilitate compliance. The new Hazardous Waste Management Regulations became effective on October 28, 2005, and are published at 52 *D.C. Register* 9653 (2005). We have replaced the old system that relied on punitive compliance enforcement with annual comprehensive compliance certifications, performance standards, and streamlined regulation. This new, common sense approach to regulation is the District's Self-Certification Program, a new regulatory system that we believe holds great promise for making it easier to meet — and exceed — District environmental standards. This new approach gives your business the flexibility and information that you need to do the job, while improving accountability to the public for environmental performance.


The Self-Certification Program streamlines existing requirements for your company by eliminating duplicative, and at times conflicting, Federal and District requirements. In addition, many businesses will no longer need to keep certain manifest documentation or file Biennial Hazardous Waste Reports required under the previous regulations. In exchange, your company will have to submit an annual certification of its compliance with environmental standards. This workbook provides you and your company with the information you need to understand and meet your environmental obligations.

## STEP-BY-STEP INSTRUCTIONS FOR FILLING OUT THE COMPLIANCE CERTIFICATION FORM

### A. FACILITY INFORMATION

1. **Facility ID Number** means the United States Environmental Protection Agency (EPA) number assigned to your facility when you notified the District of Columbia Pollution Prevention and Waste Management Branch (formerly the Hazardous Waste Division) of your hazardous waste activities. The number has 12 digits, beginning with the letters DC. If you do not know your Facility ID Number, you may obtain it by calling the Pollution Prevention and Waste Management Branch at (202) 535-2290; or you may obtain it through the internet at [www.epa.gov/enviro](http://www.epa.gov/enviro). Facility ID Numbers are specific to the address, not the business. If you move, you must apply for another identification number for the new location. Applications for identification numbers may be obtained at [www.epa.gov](http://www.epa.gov) or by calling (202) 535-2290. The Pollution Prevention and Waste Management Branch only accepts original signed hardcopy applications; you cannot fax or email applications at this time.
2. **Facility Name** means the name that you used for your business when you first notified the District of your hazardous waste activities. If you want to officially change the business name, you must complete a new application form.
3. **Facility Ward** means the area of the city in which the facility is located. The District has established eight wards throughout the city. If you do not know the ward in which your business is located, you may call the District Office of Planning at (202) 442-7600.

4. **Facility CO Number** means the Certificate of Occupancy (CO) Number issued by the District Department of Consumer and Regulatory Affairs (DCRA). You are required to have your CO posted at your business. If you do not know your CO Number, you may call the DCRA Basic Business License InfoCenter at (202) 442-4311.
5. **DC Business License Number** means a number issued by DCRA that allows you to conduct specific types of business activity. If you do not know your Business License Number, you may call the DCRA Basic Business License InfoCenter at (202) 442-4311.



**NOTE: Your Compliance Certification form will be returned as incomplete if you do not provide the requested Facility ID Number, Ward, Certificate of Occupancy, or Business License information.**

6. **Contact Person Name** means the name of a person who can answer questions about the information provided on the form. This is a person who is knowledgeable about the operations at the business. The contact person does not need to have the same authority as the individual who signs the Certification.

The remainder of the information requested in the Facility Information section is self explanatory and is not discussed here. Please attempt to complete all areas of the form that apply. If an area does not apply to you, write “N/A” in the blank space.

## B. COMPLIANCE INFORMATION

1. **Have you surveyed the operational processes at your facility and made a determination if any of the wastes that are generated may be classified as hazardous?** (40 CFR § 262.11)

Proper identification of hazardous wastes can be a complex task, but it is fundamental to determining which materials at a facility are subject to RCRA Subtitle C hazardous waste requirements. When you buy products for your business, ask the salesperson if the material is a hazardous waste when discarded. If you are not sure if a waste material is regulated, call the Pollution Prevention and Waste Management Branch at (202) 535-2290 **before** you plan to dispose it. Typical hazardous wastes include discarded materials such as acids, bases like caustic soda and lye, dry cleaning filtration residues, pesticides, solvents, paint, ignitable materials, lead-acid batteries, fluorescent light bulbs, ink sludges, and some cleaning products.

A simplified method of determining if a waste is a hazardous waste is to check to see if it is a *listed* hazardous waste (see 40 CFR Part 261, subpart D), or if it exhibits any of the *characteristics* defined in 40 CFR Part 261, subpart C. However, in order to determine whether the waste exhibits any of the characteristics of hazardous waste, the generator usually must have a sample of the waste tested to determine if the waste exceeds the established levels for the characteristic in question.

A generator can meet waste analysis requirements using several methods or combinations of methods. Wherever possible, the preferred method is to conduct sampling and laboratory analysis because it is more accurate than other options. However, determination of whether or not a waste is a hazardous waste can be done through any one of the following:

- Knowledge of all the constituents of the waste (which you may be able to determine from the Material Safety Data Sheet (MSDS) for the chemical product that was used, and whether the waste or constituents are listed in 40 CFR Part 261;

- Laboratory analysis;
- Knowledge of materials and processes used;
- A sample that is collected for the sole purpose of testing to determine characteristics or composition. (SW-846, “Test Methods for Evaluating Solid Waste, Physical/Chemical Methods,” published by EPA));

(NOTE: Unidentified waste materials and spilled hazardous materials may have to be disposed of as hazardous waste depending on their constituents or characteristics.)

Discuss with staff how wastes generated at the facility were identified and classified. Consult a current version of the regulations to ensure that accurate lists and other requirements are used for assessments.

Once you determine whether the facility generates, transports, treats, stores, or disposes of any hazardous waste, you must keep documentation in the facility records to show how you determined the regulatory status of the waste. (40 CFR § 262.40).

(NOTE: The following are examples of solid wastes that are not considered hazardous wastes (40 CFR §§ 261.3 and 261.4(b) :

- Solid waste that consists of discarded arsenic-treated wood or wood products that fail the test for Toxicity Characteristics for Hazardous Waste Codes 0004 through 0017 and that is not a hazardous waste for any other reason, if the waste is generated by persons who utilize the arsenic treated wood and wood products for those materials’ intended end use;
- Petroleum contaminated media and debris that fail the test for Toxicity Characteristic of 40 CFR § 261.24 (Hazardous Waste Codes D018 through D043 only) and are required to meet the corrective action regulations under 40 CFR Part 280;
- Used chlorofluorocarbon refrigerants from totally enclosed heat transfer equipment, including mobile air conditioning systems, mobile refrigeration, and commercial and industrial air conditioning and refrigeration systems that use chlorofluorocarbons as the heat transfer fluid in a refrigeration cycle, provided that the refrigerant is reclaimed for further use; and
- Non-tern plated used oil filters that are not mixed with a listed hazardous waste if these oil filters have been gravity hot-drained using one of the following methods:
  - ⇒ puncturing the filter anti-drain back valve or the filter dome end and hot-draining;
  - ⇒ hot draining and crushing;
  - ⇒ dismantling and hot-draining; or
  - ⇒ any other equivalent hot-draining method that will remove used oil.)

**TABLE 1**  
**Typical Businesses That Generate Hazardous Waste**  
 (For descriptions of the types of wastes see Section II)

<b>Typical Hazardous Waste Generated by Small Businesses</b>			
<b>BUSINESS</b>	<b>HOW GENERATED</b>	<b>TYPES OF WASTE</b>	<b>WASTE CODES</b>
<b>Vehicle Maintenance and Dismantling</b>	Degreasing, rust removal, paint preparation, spray guns, tank clean out, vehicle servicing, vehicle recycling	Acids/bases, solvents, ignitables, toxics, paints, batteries, heavy metals, mercury	D001, D002, D006, D008, D009, F001-F005
<b>Dry Cleaning</b>	Commercial dry cleaning processes	Spent filter cartridges, cooked powder residue, waste water	D001, D039, F002
<b>Printing</b>	Plate preparation, stencil preparation for screen printing, photo processing, printing, cleanup	Acids/bases, heavy metals, solvents, ink, toxic wastes	D002, D006, D008, F001-F005
<b>Metal Finishing Electronics and Computer Industry</b>	Degreasing, cleaning, pickling, etching, polishing, plating, coating	Acids/bases, industrial wastewater, solvents, heavy metals, baths, cyanides, sludges, ignitables, reactives	F007, F008, F009, F011 F001-F005, F006, F019
<b>Surface Coating</b>	Degreasing, rust removal, paint preparation, brush cleaning, spray booth, spray guns, paint removal,	Acids/bases, ignitables paint waste, solvents, spent filters, toxic wastes	D001, D002, D006, D008, F001-F005
<b>Degreasing</b>	Equipment cleaning, rust removal, paint preparation	Acids/bases, ignitables solvents, still bottoms	D001, D002, D006, D008, F001-F005,
<b>Photo Finishing</b>	Photo processing	Acids/bases, silver, wash water	D001, D002, D003, F001-F005
<b>Pesticide Users</b>	Pesticide application and cleanup	Unused pesticides, rinse water, empty containers	D001, F001-F005, U129, U136, P094, P123
<b>Educational Institutions</b>	Automobile servicing, metal/woodworking, printing, cleanup, photo processing, lab wastes	Acids/bases, paint wastes, solvents, ignitables, toxics, reactives, inks	D001, D002, F001-F005

You may obtain additional information to help you identify and manage your waste at <http://www.epa.gov/epaoswer/osw/>.

**2. Do you have a current, up-to-date notification pursuant to RCRA § 3010 on file with the District?** [40CFR § 261.5(b) and 20 DCMR § 4261.7(a)]

It is your responsibility to make sure that the information concerning your waste handling activities are up to date. The RCRA Subtitle C Site Identification form is the **only** acceptable form for getting a change recognized by the District. Reasons for submitting a new form include: change of ownership, change of manager, and change of waste streams, or amount of waste generated at the facility. If you

relocate your business to a new location, you must discontinue use of the old identification number and apply for a new number. Outdated information may also cause your business to be assessed a larger annual generator fee because of misclassification of generator status.

The RCRA Subtitle C Site Identification form may be obtained on-line at: <http://epa.gov/>  
In the search box type: form 8700

You may also obtain a form by calling (202) 535-2290. Only original signature documents will be accepted. No fax or email submissions are allowed at this time.

### **3. How many pounds of hazardous waste did this facility generate during the previous year?**

If you generate hazardous waste, it is your responsibility as a generator to determine the amount of hazardous waste that you generate each calendar month, as well as the name and type (acute or non-acute) of waste you generate. Once you have identified your waste, you must assign the correct waste code for each waste. Some waste codes are listed in Table 1 of this handbook. The complete list of waste codes can be found in 40 CFR Part 261. To determine the quantity of hazardous waste that you generate each month, you must identify which wastes must be counted and which wastes that can be excluded from your monthly total.

#### **Do Count**

Count all quantities of "Listed" and "Characteristic" hazardous wastes that you:

- Accumulated on-site for any period of time prior to disposal or recycling;
- Packaged and transported off-site;
- Placed directly in a regulated treatment or disposal unit at your place of business; and
- Generated as still bottoms or sludges and removed from product storage tanks;

#### **Don't Count**

Do not count wastes that:

- Are specifically exempted from counting. Examples include spent lead-acid batteries that will be sent off site for reclamation, scrap metal that will be recycled, used electronics that are recycled, used oil managed under 20 DCMR § 4279, and universal wastes that include NiCd batteries, mercury thermostats, fluorescent lamps, and certain pesticides;
- May be left in the bottom of containers that have been completely emptied through conventional means, such as pouring or pumping. Containers that held an acute hazardous waste must be thoroughly cleaned; or
- Are left as residue in the bottom of product storage tanks, if the residue is not removed from the product tank.

To help you identify some of the waste streams common to your business, please refer to Table 1 in this handbook, which lists typical hazardous waste generated by small businesses. If your waste is hazardous, you will need to manage it according to District regulations. Once you have determined that you generate hazardous waste and you have some idea of how to count your wastes, you need to determine what category of hazardous waste generator applies to your business. Your requirements will differ for each category. Annual generator fees are also based on the amount of waste generated therefore it is very important that you properly identify and count your wastes. Many small businesses understand their day-to-day operations, but they may not be familiar with the wastes that they generate or how to properly manage them. This handbook is designed to address only two classifications of generators:



## CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS

This category of hazardous waste generators will have the fewest requirements. By using good waste management practices and a little extra effort, your business can generate less waste, which could put you in the CESQG category of waste generators. In order to be a CESQG, you must meet **all** of the following conditions:

- Generate no more than 100 kilograms (220 pounds) per calendar month of listed and/or characteristic hazardous waste;
- Generate no more than 1 kilogram (2.2 pounds) per calendar month of acutely hazardous waste;
- Accumulate no more than 1000 kilograms (2,200 pounds) of listed and/or characteristic hazardous waste;
- Accumulate no more than 1 kilogram (2.2 pounds) of acutely hazardous waste; and
- Accumulate no more than 100 kg (220 pounds) of any residue from the cleanup of a spill of acute hazardous waste at any time.

If your business is classified as a conditionally exempt small quantity generator, you:

1. Must identify all hazardous waste that you generate. You are responsible for knowing which of your wastes would be classified as hazardous and what the correct waste codes are for the hazardous wastes.
2. Must notify the District of your hazardous waste activity and obtain an EPA identification number.
3. Cannot accumulate more than 1000 kg of hazardous waste on-site at any time, but there are no time limits for storage.
4. Must ensure delivery of your hazardous waste to an approved facility that is one of the following:
  - A state or federally regulated hazardous waste management treatment, storage, or disposal facility;
  - A facility that uses, reuses, or legitimately recycles the waste; or
  - A universal waste handler or destination facility subject to the universal waste requirements of 40 CFR Part 273. (Universal wastes are wastes such as certain batteries, recalled or collected pesticides, mercury-containing thermostats, or fluorescent lamps and ballasts).

CESQG may use the following chart to assist in evaluating their facility.

Conditionally Exempt Small Quantity Generators (CESQG)	
Generators of no more than 100 kg/mo (220.46 lb/mo) of hazardous waste or 1 kg (2.2 lb) of acutely hazardous waste may qualify as CESQGs when they meet specific requirements (40 CFR § 261.5, as modified by 20 DCMR § 4261.7).	<p>Verify that the following quantity and storage limitations are met:</p> <ul style="list-style-type: none"><li>• No more than 100 kg (220.46 lb) of hazardous waste is generated in a calendar month; and</li><li>• Total on-site accumulation does not exceed 1,000 kg (2,204.62 lb) of hazardous waste; and</li><li>• No more than 1 kg (2.2 lb) of acute hazardous waste is generated in a calendar month; or</li><li>• No more than a total of 100 kg (220.46 lb) of any residue or contaminated soil, waste, or other debris</li></ul>



resulting from the cleanup of any acute wastes in a calendar month is generated.

When making this determination, the District regulations require that all mixtures of used oil and hazardous waste be counted as hazardous waste. 20 DCMR § 4261.7(b).

Verify that wastes are either treated or disposed of in an on-site facility or delivered to an off-site TSDF, which is one of the following:

- Permitted under 40 CFR Part 270;
- Operating under interim status under 40 CFR Parts 265 and 270;
- Authorized to manage hazardous waste by a state with an approved hazardous waste management program under 40 CFR Part 271
- Permitted, licensed, or registered by a state to manage municipal solid waste. If managed in a municipal solid waste landfill, the landfill must be subject to 40 CFR Part 256;
- Permitted, licensed, or registered by a state to manage non-municipal, non-hazardous waste and subject to 40 CFR §§ 257.5 – 257.30; or
- A facility that does one of the following:
  - Beneficially uses or reuses, or legitimately recycles or reclaims its waste;
  - Treats its waste prior to beneficial use or reuse, or legitimate recycling or reclamation;
  - For universal waste managed under 40 CFR Part 273, a universal waste handler or destination facility subject to Part 273.

(NOTE: If a hazardous waste generator meets the requirements for being a CESQG, it is not required to meet any of the standards outlined in 40 CFR Parts 262 through 266 (except § 262.11), 268, or 270).

(NOTE: Quantities of hazardous and acutely hazardous waste greater than the threshold quantities listed above become subject to the standards for LQGs.)

(NOTE: District regulations require each CESQG to comply with the notification requirements of RCRA § 3010 and to

	<p>obtain an EPA Identification Number before generating hazardous waste. 20 DCMR § 4261.7(a)).</p> <p>(NOTE: Even though a CESQG is not legally required to use a manifest, many hazardous waste haulers will not transport hazardous waste from a facility without a manifest.)</p>
<p><b>Conditionally Exempt Small Quantity Generators (CESQG)</b></p>	
<p>Generators of no more than 100 kg/mo (220.46 lb/mo) of hazardous waste or 1 kg (2.2 lb) of acutely hazardous waste may qualify as CESQGs when they meet specific requirements (40 CFR § 261.5, as modified by 20 DCMR § 4261.7).</p>	<p>Verify that the following quantity and storage limitations are met:</p> <ul style="list-style-type: none"> <li>• No more than 100 kg (220.46 lb) of hazardous waste is generated in a calendar month; and</li> <li>• Total on-site accumulation does not exceed 1,000 kg (2,204.62 lb) of hazardous waste; and</li> <li>• No more than 1 kg (2.2 lb) of acute hazardous waste is generated in a calendar month; or</li> <li>• No more than a total of 100 kg (220.46 lb) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of any acute wastes in a calendar month is generated.</li> </ul> <p>When making this determination, the District regulations require that all mixtures of used oil and hazardous waste be counted as hazardous waste. 20 DCMR § 4261.7(b).</p> <p>Verify that wastes are either treated or disposed of in an on-site facility or delivered to an off-site TSDF, which is one of the following:</p> <ul style="list-style-type: none"> <li>• Permitted under 40 CFR Part 270;</li> <li>• Operating under interim status under 40 CFR Parts 265 and 270;</li> <li>• Authorized to manage hazardous waste by a state with an approved hazardous waste management program under 40 CFR Part 271</li> <li>• Permitted, licensed, or registered by a state to manage municipal solid waste. If managed in a municipal solid waste landfill, the landfill must be subject to 40 CFR Part 256;</li> <li>• Permitted, licensed, or registered by a state to manage</li> </ul>

	<p>non-municipal, non-hazardous waste and subject to 40 CFR §§ 257.5 – 257.30; or</p> <ul style="list-style-type: none"> <li>• A facility that does one of the following: <ul style="list-style-type: none"> <li>■ Beneficially uses or reuses, or legitimately recycles or reclaims its waste;</li> <li>■ Treats its waste prior to beneficial use or reuse, or legitimate recycling or reclamation;</li> <li>■ For universal waste managed under 40 CFR Part 273, a universal waste handler or destination facility subject to Part 273.</li> </ul> </li> </ul> <p>(NOTE: If a hazardous waste generator meets the requirements for being a CESQG, it is not required to meet any of the standards outlined in 40 CFR Parts 262 through 266, (except § 262.11), 268, or 270).</p> <p>(NOTE: Quantities of hazardous and acutely hazardous waste greater than the threshold quantities listed above become subject to the standards for large quantity generators (LQGs).)</p> <p>(NOTE: District regulations require each CESQG to comply with the notification requirements of RCRA § 3010 and to obtain an EPA Identification Number before generating hazardous waste. 20 DCMR § 4261.7(a)).</p> <p>(NOTE: Even though a CESQG is not legally required to use a manifest, many hazardous waste haulers will not transport hazardous waste from a facility without a manifest.)</p>
<p><i>Environmental management at the facility may be enhanced if CESQG personnel who handle hazardous waste receive training in certain key areas of waste management (GMP).</i></p>	<p><i>Ensure that the facility personnel complete classroom instruction or on-the-job training as set forth below:</i></p> <p><i>Verify that the training program is directed by a person trained in hazardous waste management procedures and that the program includes instruction that teaches facility personnel hazardous waste management procedures relevant to positions in which they are employed.</i></p> <p><i>Although not specified by the regulations, examples of training topics for hazardous waste management procedures could include (but would not be limited to) the following:</i></p> <ul style="list-style-type: none"> <li>• Waste turn in procedures;</li> <li>• Identification of hazardous wastes;</li> <li>• Container use, marking, labeling and on-site transportation;</li> <li>• Manifesting and off-site transportation;</li> </ul>

	<ul style="list-style-type: none"> <li>• 90 day storage area management; and</li> <li>• Personal health and safety and fire safety.</li> </ul> <p><i>Verify that the training program includes contingency plan implementation and is designed to ensure that facility personnel are able to respond to emergencies including (where applicable):</i></p> <ul style="list-style-type: none"> <li>• <i>Key parameters for automatic waste feed cut-off systems ;</i></li> <li>• <i>Procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment;</i></li> <li>• <i>Operation of communications and alarm systems;</i></li> <li>• <i>Response to fire or explosion;</i></li> <li>• <i>Response to groundwater contamination incidents;</i></li> <li>• <i>Response to leaks or spills; and</i></li> <li>• <i>Shutdown of operations.</i></li> </ul> <p><i>Verify that new employee training is completed within six months of employment/ assignment.</i></p> <p><i>Verify that an annual review of initial training is provided.</i></p> <p><i>Verify that employees do not work unsupervised until training is completed.</i></p> <p><i>Verify specifically that waste storage area managers and hazardous waste handlers have been trained.</i></p>
<p><i>Training records should be maintained for all CESQG staff who manage hazardous waste (GMP).</i></p>	<p><i>Examine training records and verify they include the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Job title and description for each employee by name;</i></li> <li>• <i>Written description of how much training each position will obtain; and</i></li> <li>• <i>Documentation of training received by name.</i></li> </ul> <p><i>Determine if training records are retained for three years after employment at the facility.</i></p>
<p>Empty containers at CESQGs previously holding hazardous wastes must meet the regulatory definition of “empty” before they are exempted from hazardous waste requirements (40 CFR § 261.7).</p>	<p>Verify that for containers or inner liners holding hazardous wastes:</p> <ul style="list-style-type: none"> <li>• <i>Wastes that can be removed are removed using practices commonly employed to remove materials from that type of container (for example, pouring, pumping, and aspirating); and,</i></li> <li>• <i>No more than 2.5 cm (1 in.) of residue remains on the bottom of the container or inner liner; or</i>  <i>if the container is less than or equal to 110 gal (416 L)</i></li> </ul>

	<p><i>L), no more than 3 percent by weight of total container capacity remains in the container or inner liner; or</i></p> <ul style="list-style-type: none"> <li>• <i>When the container is greater than 110 gal. (416.40 L), no more than 0.3 percent by weight of the total container capacity remains in the container or inner liner.</i></li> </ul> <p>Verify that for containers that hold a <i>compressed</i> gas, the pressure in the container approaches atmospheric pressure.</p> <p>Verify that for a container or inner liner that held an acute hazardous waste listed in 40 CFR §§ 261.31, 261.32, or 261.33(e), one of the following is done:</p> <ul style="list-style-type: none"> <li>• <i>It is triple rinsed using a solvent capable of removing the commercial chemical product or manufacturing chemical intermediate;</i></li> <li>• <i>It is cleaned by another method identified through the scientific literature or testing conducted by the generator as achieving equivalent removal; or</i></li> <li>• <i>The inner liner is removed.</i></li> </ul>
<p><i>Containers at CESQG facilities should be managed in accordance with specific management practices (GMP).</i></p>	<p>Verify the following by inspecting storage areas:</p> <ul style="list-style-type: none"> <li>• <i>Containers are not stored more than two high and have pallets between them;</i></li> <li>• <i>Containers of highly flammable wastes are electrically grounded (check for clips and wires and make sure wires lead to ground rod or system); and</i></li> <li>• <i>At least 3 ft. (0.91 m) of aisle space is provided between rows of containers.</i></li> </ul>
<p><i>Containers of hazardous waste should be kept in designated storage areas at CESQGs (GMP).</i></p>	<p>Verify that all hazardous waste containers are identified and stored in appropriate areas.</p> <p><i>(NOTE: Any unidentified contents of solid waste containers and/or containers not in designated storage areas must be tested to determine if solid or hazardous waste requirements apply.)</i></p>

## SMALL QUANTITY GENERATORS (100 to 1000 kg generators)

If you are a small quantity generator, you must meet **all** of the following conditions:

- Generate more than 100 kilograms, but less than 1000 kilograms, per calendar month of hazardous waste;
- Generate no more than 1 kilogram (2.2 lb) per calendar month of acutely hazardous waste;
- Accumulate up to 6000 kilograms (13,200 lb) of hazardous waste; and
- Accumulate no more than 1 kilogram of acutely hazardous waste.

Small Quantity Generators may accumulate up to 6000 kilograms (13,200 pounds) of listed and/or characteristic hazardous waste on-site for up to 180 days, or up to 270 days if the waste must be shipped to a treatment, storage, or disposal facility that is located over 200 miles away. Small quantity generators may store no more than 1 kilogram (2.2 pounds) of acutely hazardous waste on-site for any length of time. If a Small Quantity Generator exceeds the 180 or 270 day limit for accumulating waste, he or she may request an extension. Extensions of up to 30 days may be granted by the District if the waste must remain on-site due to unforeseen, temporary, or uncontrollable circumstances. Small Quantity Generators who accumulate hazardous waste on-site must follow certain common sense rules to protect human health and the environment, and to reduce the likelihood of damages or injuries caused by leaks or spills of hazardous wastes. Small quantity generators must comply with the 180-day accumulation requirements while large quantity generators must comply with the 90-day accumulation requirements. There is no time limit that conditionally exempt small quantity generators can accumulate their hazardous waste, *as long as they do not accumulate more than 1000 kg (2200 lb) or one kilogram (2.2 lb) of acute hazardous waste*. Small Quantity Generator have many more requirements that will be discussed later in this handbook; however, the following chart presents a summary:

Requirement	CESQG	SQG
Determine Whether Solid Waste Is Hazardous	Yes	Yes
Quantity Limits	< 100 kg/mo (220.46 lb/mo)	100 kg/mo (220.46 lb) to 1000 kg/mo (2204.62 lb)
Acute Waste Limits	< 1 kg/mo (2.20 lb/mo)	< 1 kg/mo (2.20 lb/mo)
Facility Receiving Waste	State approved, RCRA permitted, interim status, or exempt recycling facility	RCRA permitted, interim status, or exempt recycling facility
EPA ID Number	Required	Required
RCRA Personnel Training	Not required	Basic training required
Exception Report	Not required	Required within 60 days of hazardous waste being accepted by initial transporter

Biennial Report	Not required	Not required
D.C. Annual Self-Certification Form and Generator Fee	Required; \$200	Required; \$500
On-site Accumulation Limits (without permit)	1000 kg (2204.62 lb)	6000 kg (13,227.73 lb)
Accumulation Time Limits (without permit)	None	180 days [or 270 days if transported more than 200 mi. (321.87 km)]. The Pollution Prevention and Waste Management Branch may grant a 30 days extension for unforeseen, temporary, and uncontrollable circumstances.
Storage Requirements for Accumulated Hazardous Waste	None	Basic requirements with technical standards for containers or tanks
Use Manifests	No	Yes, unless the waste is reclaimed under contractual agreement in accordance with the requirements of 40 CFR § 262.20 (e).
Contingency Plan	No	No

Often the generator may not know the weight of the waste that was generated. For the purposes of the Compliance Certification Form, you may estimate using the following: **One gallon = 8 pounds**. Therefore, if you have filled a 15 gallon drum during the year, you have generated approximately 120 pounds (8 x 15=120).



One 55 gallon drum = about 200 kilograms  
100 kilograms = 220 pounds or about 28 gallons  
1000 kilograms = 2200 pounds or about 275 gallons

Most conditionally exempt and small quantity generators produce the same waste streams year after year, and therefore know if any of their wastes meet the definition of an acute waste or not. It is important that you keep a close tab on acute wastes because only a small amount changes your generator status.



Acute hazardous wastes have EPA waste codes beginning with the letter “P”. Check manifests from previous years to determine if your facility generates an acute waste. You may also follow the guidance for section B (1) of this handbook above to identify your wastes. If you generate acute waste, record the amount on the line provided.

**4. How much of the waste in your answer to Question No. 3 of the Compliance Certification Form was shipped off site during the year?**


There are two significant time frames that apply when counting hazardous wastes. For the purposes of determining how to manage waste that has been accumulated on site, you must look at monthly totals and then apply the rules for accumulating hazardous waste, discussed above in section B(3) of this handbook. However, for the purposes of the District’s Compliance Certification Form, you are asked to count all wastes *generated* from January 1<sup>st</sup> through December 31<sup>st</sup> of the previous year. This total includes waste that was shipped off-site during the year only if it was generated during the year. Waste shipped, but not generated during the report year, is not counted. For example: Your business fills one drum of waste per month. On January 1, 2010, you have one drum of waste that you filled during December of the year 2009 but did not ship. For every month from January to November during the year 2010 you generate one drum of waste (11 drums total) On December 15<sup>th</sup> 2010 you ship 12 drums of waste off-site (11 plus 1 from the year 2009). When you report for the year 2010, you only report the weight of the 11 drums of waste actually generated during 2010. The other drum should have been counted in the year 2009 totals.

Your manifests are a good source of information on how much waste was shipped during the year. Also check with your transporter/contractor if you have routine pick-ups under a tolling agreement. Good recordkeeping is essential in obtaining accurate information and can save you time and money. Remember to record your totals in **pounds**!

**5. What is the name and EPA ID number of the company that disposes of your hazardous waste?** [40 CFR §§ 261.5(f) (3), 261.5(g) (3), and 262.12(c)].

The regulations require the generator to ensure that wastes are disposed in a manner that is protective of human health and the environment. If wastes are improperly or illegally disposed by a company that the generator hires, the generator is *still* responsible for paying for the cost of clean-up and any fines. Because the generator remains liable for any mishandling of the wastes, it is important to make sure that a reputable company with an EPA identification number is hired.

Always ask for the EPA identification number of any company that offers to haul or dispose of your hazardous wastes, used oil, or universal wastes. The compliance history of those companies with identification numbers may be checked on the internet at [www.epa.gov/enviro/](http://www.epa.gov/enviro/) or by calling the Pollution Prevention and Waste Management Branch at (202) 535-2290.



**Your Business will be presumed to be illegally disposing of hazardous waste if you CANNOT provide the EPA identification number of the company that disposes of your waste.**

The EPA identification number of the disposal company can be found on the hazardous waste shipping manifests in box 9. CESQGs who do not manifest their wastes may call their transporting contractor for the EPA identification number of the waste disposal site. This information should already be a part of

your records; however, if it is not, take this opportunity to record the information in a safe place where it is easily assessable.

**6. Did your facility implement any measures during the past year to reduce the volume and/or toxicity of hazardous waste generated?** [20 DCMR § 4261.7(c)(1) and (2)]

How you purchase and use chemical products and other materials, and dispose of your wastes, can have a significant impact the number of regulations to which you are subject and how much you have to pay in annual generator fees. The term “pollution prevention” can be defined as the elimination or reduction in volume or toxicity of waste prior to recycling, treatment, or disposal. It is not too difficult to figure out that the most cost-effective way of managing any waste is to not generate it in the first place. Pollution prevention or waste reduction methods can be implemented by all businesses. *Use the comments section to describe what activities your business began in the past year that can be considered pollution prevention.* The following paragraphs discuss of some simple activities that you can put into practice.

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You can decrease the amount of hazardous waste that your business produces by developing good housekeeping methods, inventory control, employee training, and purchasing practices. Not every pollution prevention activity discussed in this section will make sense for your facility.

Pollution prevention methods help to protect the environment by reducing the amount of hazardous waste that needs to be treated, disposed, or stored. Most businesses have found that pollution prevention can save a substantial amount of money in raw material costs and/or avoided disposal costs.

The first step in starting a pollution prevention program is to get management support. There is no substitution for good leadership in pollution prevention. Management should support the program and encourage employees to be creative in finding new ways to minimize waste at their facility. Incentives can be used as an effective means of rewarding employees who make contributions to their company’s pollution prevention efforts.

An important step in minimizing your hazardous waste generation is to be aware of which chemicals you use at your business. For example, by monitoring your use of different chemicals, you may recognize opportunities to switch to less-hazardous materials. The following discussion is intended to give a general overview of pollution prevention opportunities and may not be all-inclusive for your particular business sector. Call the Pollution Prevention and Waste Management Branch at (202) 535-2290 and ask to speak with the Pollution Prevention Specialist to find out if there are manuals available for your industry sector.

Small quantity generators who manifest their hazardous waste must sign a certification on the manifest form stating, “I have made a good faith effort to minimize my waste and select the best management method that is available to me and that I can afford.” Pollution prevention options can be broken into three categories: management practices, equipment modifications, and process modifications. If your business is just starting a pollution prevention program, start with some easy and inexpensive practices. Some of the easiest and least-expensive practices produce the most effective pollution prevention results.

## **MANAGEMENT PRACTICES**

Good management of waste, especially hazardous waste, often saves companies money. Management practices include: good housekeeping, inventory control, employee training, obtaining and reviewing material safety data sheets (MSDS), preventive maintenance, and spill response planning. After reading the

management practice ideas below, you will notice that your business will require little or no capital expense to practice these pollution prevention methods. The only resource you might have to spend is a little extra time to familiarize yourself and your employees with some new ideas.

### **Good Housekeeping**

If your operation is clean and orderly, there is better control over materials and equipment and less likelihood of spills. The result is less waste. Here are some basic good housekeeping guidelines:

- ✓ Don't mix hazardous wastes with non-hazardous wastes, since this increases the amount of waste that must be disposed of as hazardous waste;
- ✓ Designate appropriate storage areas for all equipment, materials, and wastes;
- ✓ Require each employee to return all materials and equipment to their designated area;
- ✓ Use drip pans for equipment cleaning to avoid having to clean up spills;
- ✓ Keep containers of solvents, paint thinners and other materials closed when not in use to avoid losing valuable raw materials to the air;
- ✓ Keep different types of wastes separate since this practice may increase opportunities for recycling; and
- ✓ Establish a procedure and a schedule to inspect chemical receiving, storage, and mixing areas for cleanliness and neatness.

### **Inventory Control**

Managing the chemical inventory includes rotating the stock so that the oldest is used first. Some materials break down over extended storage time and thus may become unusable. When these products are discarded, they may become hazardous wastes. To avoid having to dispose of unused materials, incorporate the following into your supply procedures:

- ✓ Order materials on an as-needed basis. If ordering in bulk, check with your vendors to see if they will take back unused portions;
- ✓ Mark the purchase date on containers and use older materials first;
- ✓ Control the use of hazardous materials so that these materials are not used unnecessarily when a substitute would work as well;
- ✓ Don't use solvents if there are effective substitutes such as detergents (for example, for hand cleaning, floor cleaning); and
- ✓ Try to use one multipurpose solvent rather than several different solvents. This will increase the recycling potential of the spent solvent. It will also permit you to buy the multipurpose solvent in bulk, thereby saving money.

### **Employee Training**

Employees should be trained to recognize pollution prevention opportunities and should be instructed not to create waste in the work area. If possible, send employees to a pollution prevention workshop or an industry-specific workshop that will discuss waste management. Training employees about the efficient use of chemicals that may, when used or disposed, become hazardous wastes can help to reduce the amount of waste that needs to be disposed of. For example, if a particular business uses paint thinner or solvent, you can minimize the waste that is generated by:

- ✓ Stressing the need to use the minimal amount of paint thinner to get the job done;
- ✓ Reusing solvent until it is no longer useable; and
- ✓ Using your spent solvent as paint thinner.

## Material Safety Data Sheets

Material Safety Data Sheets (MSDS) provide valuable information regarding the contents of commercial products such as paints, solvents, and inks. They also provide information that will enable you to determine if a material when disposed of will be a hazardous waste. Obtaining copies of MSDS from your vendors prior to purchase will allow you to have more control over whether or not your company will generate hazardous waste. Make sure there is a MSDS on file for every chemical that is used at the facility. Most chemical companies or vendors will fax you a MSDS within a day or two.

## Preventive Maintenance

To make your equipment work at its optimum level, your business should implement a preventive maintenance program. Use the recommendations found in the equipment's operating manual as a starting point. Practice preventive maintenance of equipment to reduce spills or leaks of materials, since the spilled material and residues may need to be disposed of as hazardous wastes. Here are some of the activities that a preventive maintenance program should include:

- ✓ Identify equipment, systems, and structures to which the preventive maintenance program should apply;
- ✓ Determine appropriate preventive maintenance activities and the schedule for this maintenance;
- ✓ Perform the preventive maintenance activities; and
- ✓ Keep the preventive maintenance records on file for equipment, systems, and structures used at your facility.

## Spill Response Planning

Any time that materials are unintentionally released, it is a spill. If a container holding a solvent, petroleum product or other hazardous material is dropped on the floor and leaks on the ground, it is an unintentional spill. Most spills are minor spills and could be cleaned up with a mop or sponge. However, if a larger spill occurs that requires special clean-up materials and procedures, your facility should be ready to deal with this incident. A good spill response plan will help minimize the effect of the spill on the environment and reduces liability for cleanup costs and possible bodily injury. Keeping chemical and waste storage areas safe and secure can minimize spills. Here are some basic guidelines to include in your spill response planning:

- ✓ Make sure that the spill response plan is posted in the chemical storage/mixing area;
- ✓ Make sure there is always someone trained in spill response procedures at the facility, or who can be contacted if needed;
- ✓ Do not allow staff who haven't been trained in hazard communication into areas where chemicals are used or stored;
- ✓ Take an inventory of all the chemicals used at your facility;
- ✓ Make a floor plan showing the location of all chemicals in the processing area, floor drains, exits, fire extinguishers, and spill response supplies;
- ✓ Check to see that there is proper containment around all chemical containers. All employees should be familiar with the containment areas in case there is a leak or rupture;



- ✓ Make a list of all the spill response supplies and equipment such as mops, pails, sponges, absorbent materials, neutralizing materials, and personal protective equipment; and
- ✓ Conduct drills to see how employees will respond to a spill.

## **EQUIPMENT AND PROCESS MODIFICATIONS**

Equipment and process modifications are two other ways to prevent the production of waste. In some cases, it may not be possible or economical to modify your equipment or process. Many small businesses may not need to make any equipment or process modifications in order to minimize their waste. These options, however, should be examined in your pollution prevention plan before you make any changes. The best way to start is to list separately the modifications you are considering for each sector of your business. Call the Pollution Prevention and Waste Management Branch at (202) 535-2290 and ask to speak with the Pollution Prevention Specialist to find out if there is a manual that explains equipment and process modifications for your specific business. You may wish to consult other sources for additional guidance.

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Question Number 6 completes the Certification requirements for Conditionally Exempt Small Quantity Generators (**CESQG**). Sign the Certification Statement and return the form with your \$200.00 fee, made payable to the D.C. Treasurer, to:

**DDOE/HMTS**  
**Pollution Prevention & Waste Management Branch**  
**51 N Street N.E., Third Floor**  
**Washington, D.C. 20002**  
**Attn: Compliance Certification**

**\*\*If your facility was a 100 to 1000 kilogram Small Quantity Generator during any month in the previous calendar year, please answer the remaining questions in the Compliance Certification Form and pay the Small Quantity Generator fee (\$500.00).**

## **CONTINUANCE OF COMPLIANCE CERTIFICATION FOR 100 to 1000 KG/MONTH SMALL QUANTITY GENERATORS ONLY**

7. **Are all waste accumulation containers labeled and dated?**  
(40 CFR § 262.34 and 20 DCMR § 4262.4)

***If you store hazardous waste in containers, you must:***

- ✓ Clearly mark each container with the words "HAZARDOUS WASTE" and other words that will identify the contents. Also, mark the date on the container when you first started collecting waste in that container;
- ✓ Keep containers in good condition, handle them carefully, and replace any leaking ones;
- ✓ Never store hazardous waste in containers that could rupture, leak, corrode, or fail in some other way;
- ✓ Keep containers closed except when you fill or empty them;
- ✓ Inspect containers for leaks and corrosion every week;
- ✓ Separate and protect reactive or ignitable waste from sources of ignition or reaction;
- ✓ Ensure that the waste being placed in a container will not react with the container itself or with any residue of waste previously held in the container;
- ✓ Never store wastes in the same container that could react to cause fires, leaks, or other releases;
- ✓ Separate by a dike, berm, wall, or other device containers of waste that are incompatible with other containers of waste stored nearby; and
- ✓ Provide secondary containment if you accumulate liquid hazardous waste.

***If you store waste in tanks, you must make sure that the following requirements are met:***

- ✓ Never store hazardous waste in a tank if it may cause rupture, leaks, or corrosion, or otherwise cause the tank to fail;
- ✓ Uncovered tanks must be operated to ensure at least 60 centimeters (two feet) of space at the top of the tank, unless the tank is equipped with a containment structure, a drainage control system, or a diversion structure with a capacity that equals or exceeds the volume of the top 60 centimeters of the tank;
- ✓ Where hazardous waste is continuously fed into a tank, the tank must be equipped with a means to stop the inflow, such as a waste feed cut-off system or a bypass system to a stand-by tank;
- ✓ Discharge control equipment must be inspected once each operating day to ensure that it is in good working order;
- ✓ Data from monitoring equipment must be gathered once each operating day to ensure that the tank is being operated according to its design;
- ✓ To ensure compliance of uncovered tanks, the level of waste in the tank must be inspected once each operating day;
- ✓ The tank construction materials must be inspected at least once a week to detect corrosion or leaking of fixtures or seams;
- ✓ The construction material for discharge confinement structures and the area immediately surrounding discharge confinement structures must be inspected weekly to detect erosion or obvious signs of leakage;
- ✓ Incompatible wastes must not be stored in the same tank;
- ✓ Hazardous waste must not be placed in an unwashed tank that previously held an incompatible waste or material; and
- ✓ All tanks in the District must be equipped with secondary containment.

**Satellite Accumulation Areas**

A generator may accumulate up to 55 gallons of hazardous waste, or 1 quart of acutely hazardous waste, in containers at or near any point of generation that is under the control of the operator of the process generating the waste. A generator may use a satellite accumulation area without obtaining a

permit or interim status, provided the generator:

- ✓ Labels the container with the words “Hazardous Waste”;
- ✓ Marks the containers with the accumulation start date;
- ✓ Ships the container off site within 180 days, or 270 days, as applicable; and
- ✓ Provides secondary containment for containers holding free liquids.

In addition, the quantities stored in satellite accumulation areas need to be counted against the maximum storage quantities. Example: If you are a conditionally exempt small quantity generator and accumulated 2,150 pounds in your hazardous waste storage area, but have 55 gallons of hazardous waste accumulated in your satellite area, you have just exceeded your storage limits and will be re-classified to a small quantity generator. Practicing good waste management could have prevented this, and allowed you to retain your status as a CESQG.

## **8. Is secondary containment provided for containers holding free liquids? (20 DCMR § 4265.7)**

This is a requirement that the District imposes that is more stringent than the federal regulations. In addition to the requirements of 40 CFR Part 265, subpart I (Use and Management of Containers), the containment system requirements in § 264.175 and the closure requirements in § 264.178 apply. Secondary containment is required for all containers that hold “free liquids.” The term “free liquids” has a specific meaning in the regulations, but a convenient way to think about this requirement is to ask if there were a hole in the bottom of the container would the material leak out. If it will, it is most likely considered a free liquid and secondary containment is needed. A containment system is designed and operated as follows:

- ✓ A base that is free of cracks or gaps and is designed to contain leaks, spills, and accumulated precipitation until the collected material is detected and removed, is placed under the container;
- ✓ The base is sloped or the containment system is otherwise designed and operated to drain and remove liquids resulting from leaks, spills, or precipitation, unless the containers are elevated or otherwise protected from contact with accumulated liquids;
- ✓ The containment system will hold ten percent (10%) of the volume of all containers or the volume of the largest container, whichever is greater. Containers that do not contain free liquids need not be considered in making this determination;
- ✓ Run-on into the containment system must be prevented, unless the collection system has sufficient excess capacity in addition to that required above (ten percent (10%) of the volume of all containers or the volume of the largest container, whichever is greater ) to contain any run-on that might enter the system;
- ✓ Spilled or leaked waste and accumulated precipitation must be removed from the sump or collection area as soon as possible to prevent overflow of the collection system; and
- ✓ If the collected material is a hazardous waste, it must be managed as a hazardous waste in accordance with all the regulations.

## **9. Are you operating and maintaining your facility in a manner that will prevent and minimize accidents and releases, and that will prepare you for any accidents or releases that may occur? (40 CFR Part 265, subpart C)**

Facilities must be designed, constructed, maintained, and operated to minimize the possibility of a fire, explosion, or any release of hazardous waste or hazardous waste constituents to the air, soil, surface water, or ground water that could threaten human health or the environment. This means having the proper



equipment and keeping it in good working order. All facilities shall be equipped with the following, unless you can prove that you don't need it because of the type of waste handled at the facility:

- ✓ An internal communications or alarm system capable of providing immediate emergency instruction (voice or signal) to the workers;
- ✓ A device, such as a telephone (immediately available at the scene of operations) or a hand-held two-way radio, capable of summoning emergency assistance from local police departments, fire departments, or District or local emergency response teams;
- ✓ Portable fire extinguishers, fire control equipment (including special extinguishing equipment, such as that using foam, inert gas, or dry chemicals), spill control equipment, and decontamination equipment;
- ✓ Water at adequate volume and pressure to supply water hose streams, or foam producing equipment, or automatic sprinklers, or water spray systems;
- ✓ All communications or alarm systems, fire protection equipment, spill control equipment, and decontamination equipment, where required, must be tested and maintained to make sure it will work properly in the time of an emergency;
- ✓ Whenever hazardous waste is being poured, mixed, spread, or otherwise handled, all personnel involved in the operation must have immediate access to an internal alarm or emergency communication device, either directly or through visual or voice contact with another employee;
- ✓ Maintain aisle space to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment, and decontamination equipment to any area of facility operation in an emergency; and
- ✓ Attempt to make arrangements to familiarize police, fire departments, and local hospitals with the types of hazardous waste handled at the facility and the possible injuries or illnesses that could result from fires, explosions, or releases at the facility. Where District or local authorities decline to enter into such arrangements document the refusal in your records;

**10. Are you treating waste on site to meet Land Disposal Restriction (LDR) treatment standards?** [40 CFR § 268.7(a)(5)]

Land Disposal Restriction (LDR) standards are treatment levels that must be achieved before waste can be put into a landfill. Usually smaller generators do not treat their own waste for these purposes, but let the Treatment, Storage or Disposal Facility (TSDF) make this type of decision. If you don't understand this question, you probably do NOT treat your waste. However, if you have any questions about treating your own waste, please telephone the Pollution Prevention and Waste Management Branch on (202) 535-2290.

**11. Have you designated an Emergency Coordinator and posted the required emergency information?**

[40 CFR § 262.34(d) (5)]

Small Quantity Generators must comply with the following emergency requirements:

- ✓ At least one employee must be designated as the Emergency Coordinator who must be on call or on the premises at all times to coordinate all emergency response measures;
- ✓ The facility must post the following information next to all telephones in the work place:
  - ⇒ the name and telephone number of the emergency coordinator or his/her designee;
  - ⇒ the location of fire extinguishers and spill control material, and if present, the fire alarm; and
  - ⇒ the telephone number of the fire department, unless the facility has a direct alarm;

- ✓ Employees must be familiar with proper waste handling and emergency response procedures relevant to their responsibilities during normal facility operation and emergencies;
- ✓ In the event of a fire, the emergency coordinator or his designee must call the fire department or attempt to extinguish the fire with a fire extinguisher;
- ✓ In the event of a spill, the emergency coordinator or his designee must attempt to contain the spill and, as soon as is practicable, to clean up any resultant contamination;
- ✓ In the event of an emergency threatening public health outside the facility or when the generator is aware that a spill has reached surface water, the generator must immediately notify the National Response Center (using the 24-hour toll free number 800/424-8802). The report must include the following information:
  - ⇒ The name, address, and U.S. EPA Identification Number of the generator;
  - ⇒ Date, time, and type of incident (for example, spill or fire);
  - ⇒ Quantity and type of hazardous waste involved in the incident;
  - ⇒ Extent of injuries, if any; and
  - ⇒ Estimated quantity and disposition of recovered materials, if any.

**12. Do you maintain in your record-keeping files for at least three years copies of contracts for any hazardous wastes reclaimed under an agreement?** (40 CFR § 262.20(c) (2)).

Generators who have regularly scheduled pick ups through a contract with a hazardous waste service provider are required to keep a copy of the agreement to document that they are properly managing their wastes. The wastes must be reclaimed under a contractual agreement pursuant to which:

- ✓ The type of waste and frequency of shipments are specified in the agreement;
- ✓ The vehicle used to transport the waste to the recycling facility and to deliver regenerated material back to the generator is owned and operated by the reclaimer of the waste; and
- ✓ The generator maintains a copy of the reclamation agreement in the generator's files for a period of at least three years after termination or expiration of the agreement.

**13. Do you maintain copies of all manifests at the facility for three years?** (40 CFR § 262.40(a) and 20 DCMR § 4206.1).

The final copy of the manifest with the signature of the owner or operator of the Treatment, Storage, Disposal Facility signature is the manifest record to keep. The copy with only the generator and transporter signatures may be discarded when the TSDF copy arrives. Also, keep copies of the Land Disposal Restriction (LDR) Notification/Certification form that accompanies the manifest.

**14. Did this facility have any spills or releases in the previous calendar year that were required to be reported?**

In the event of a release of hazardous waste or used oil to the environment (even if on pavement), you must comply with the following requirements:

- ✓ Take all appropriate immediate actions to contain the release and prevent its spread. Generators must protect human health and the environment (both regarding the discharge itself and related contaminated materials);
- ✓ Immediately report all discharges and/or releases that meet any of the following criteria by calling the Pollution Prevention and Waste Management Branch at (202) 535-2270 during regular business hours or the District Emergency Management Agency at (202) 727-6161, 24 hours/day, seven days/week:

- ⇒ A discharge that exceeds two gallons of hazardous waste or hazardous material that when released becomes hazardous waste.
- ⇒ A discharge of less than or equal to two gallons of hazardous waste, hazardous material that when released becomes hazardous waste, or used oil – if it poses a potential or actual threat to human health or the environment.
- ⇒ Used oil spills that reach water, regardless of the amount, must also be reported to EPA at 1-800-424-8802 if:
  - The spill is to navigable waters or adjoining shorelines;
  - The spill causes a film, sheen, or discoloration;
  - Water quality standards could be violated; or
  - The spill causes a sludge or emulsion.

#### **15. Is this facility in compliance with the requirements described in this handbook?**

Should you find that your facility can not come into compliance with all of the requirements referenced in this handbook before the certification form is due, you may request additional time to come into compliance by completing and filing with the Pollution Prevention and Waste Management Branch a Return to Compliance Plan form. Complete a separate Return to Compliance Plan for EACH compliance question answer with respect to which you indicated that you are not in compliance. If you need assistance, you may contact any Inspector in the Pollution Prevention and Waste Management Branch at (202) 535-2290.